PQS Qualification Sheet

Chief Recruiter (CR) Module

Name of Trainee	Qualification Start Date	Date Qualified as ACR

PQS Standard	Trainee (Signature)	PQS Qualifier (Signature)	Date
1. Training			
2. ERPMS			
3. Marketing			
4. Goaling/PRIDE			
5. Recruiting Recognition and Awards System			
6. Command Relationships			
7. Personnel Development			
8. Roles/relationships			
9. Recommended for Region Pre-Qualification Board			
10. Recommended for NRC Chief Recruiter Qualification Board			
11. NRC Qualification Board			

	Discuss/ Initial			Demonstrate/ Initial			CR Performance		
	T R A I N E E	T R A I N E R	D A T E	T R A I N E E	T R A I N E R	D A T E	T R A I N E E	T R A I N E R	D A T E
1. TRAINING (COMNAVCRUITCOMINST 1130.8, 1136.2, 1140.1, 1140.3, 1500.4 and NAVCRUITDIST Training Plan). Demonstrate ability to train and counsel ACR and EPO in the following areas:									
a. Annual Goal Phasing Plan									
b. Enlistment Programs/BEERS									
c. PSS/PSA/PSC/NERP									
d. NRS Manning									
e. Enlistment Kit Quality Control									
f. LEADS									
(1) Active component									
(2) Reserve component									
g. Enlisted Distributed Verification Report (EDVR)									
h. STEAM/WEBSTEAM									
i. Production Inspections									
j. DEP Leadership Program (Command level)									
k. Explain NAVCRUITDIST Indoctrination Program									
l. Explain and participate as a board member for:									
(1) Recruiter Development Board (RDB)									
(2) RinC PQS									
(3) ZS PQS									
m. Complete Privacy Act 101,102 & 103.									
n. Complete "Ethics – Your Key to An Improved Work Environment". www.dod.mil/dodgc/defense_ethics/									

	Discuss/ Initial			Demonstrate/ Initial			CR Performance		
	TRAINEE	TRAINER	DATE	TRAINEE	TRAINER	DATE	TRAINEE	TRAINER	DATE
2. Enlisted Recruiter Production Management System (ERPMS) (COMNAVCRUITCOMINST 1130.8). Demonstrate the ability to:									
a. Use and properly maintain the CR monthly planner									
b. Develop a NAVCRUITDIST prospecting/processing plan									
c. Review and maintain NRD manning board									
3. Marketing (COMNAVCRUITCOMINST 1130.8)									
a. Explain/demonstrate use of WEBSTEAM									
b. Show the ability to perform a market and territory analysis to evaluate:									
(1) Market potential									
(2) Recruiter assignment									
(3) Station location/ boundaries									
(4) Zone boundaries									
(5) AC/RC Goal allocations									
c. Show a working knowledge of the NAVCRUITDIST Marketing Plan and the CR's responsibilities with regard to it									
d. Explain how Zone/Special Program Recruiters/NAVCRUITDIST Trainer and CR budget inputs are obtained and compiled into an Enlisted Programs budget input and submitted via the chain of command									
4. Goaling and PRIDE User's Guide Explain COMNAVCRUITCOM/ NAVCRUITDIST goaling policy per:									
a. NAVCRUITREG/ NAVCRUITDIST/ Zone/ NAVCRUITSTA goal allocation									
b. Contract placement (AC, RC, and NAT)									
c. Display a working knowledge of the New Enlisted Contracts Report (NETCON) and the New Contracts Placement to meet DEP Slope Target (DST) requirements									

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d. Explain the various methods used in STEAM to determine Zone and NRS goaling share									
5. Recruiter Recognition and Award System (COMNAVCRUITCOMINST 1650.1 and 12451.2)									
a. Explain the current NAVCRUITDIST and NAVCRUITCOM awards programs used to recognize outstanding performance, including Recruiter Command Advancement Program (RCAP)									
6. Command Relationships (Personnel Management)									
a. Show the ability to develop a training plan for CPO mess quarterly meetings									
b. Explain the procedures for conducting an Alleged Enlistment Processing Irregularity (AEPI)									
c. Explain the procedure for administering the Article 31 (Individual Rights)									
d. Explain the procedures for obtaining the following assistance:									
(1) Financial counseling									
(2) Stress counseling									
(3) Family advocacy									
(4) Alcohol counseling									
e. Explain NAVCRUITCOM and NAVCRUITDIST policies for the following:									
(1) Letter of Instruction									
(2) Letters of Caution									
(3) Letters of Warning									
(4) Counseling Letters									
f. Explain the purpose and function of the following items:									
(1) Recurring reports									
(2) Logs and records									

	Discuss/ Initial			Demonstrate/ Initial			CR Performance		
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g. Show the ability to conduct a District production/planning meeting									
h. Identify and explain the production, processing, support functions and working relationships of each of the following NAVCRUITDIST billets:									
(1) LEADS Production Team Supervisor									
(2) Education Specialist									
(3) District Senior Trainer (CT)									
(4) LSO									
(5) CA									
(6) System Administrator									
(7) Enlisted Processing Assistant									
(8) EPO Statistician									
(9) Waiver Coordinator									
(10) MEPS Liaison Petty Officer									
(11) PN-2612/NEC 9586 Classifier									
(12) EPDS									
(13) NEC 9587 Officer Recruiter									
(14) EPO									
(15) OPO									
(16) CMC									
(17) XO									
(18) CO									
7. Personnel Development									
a. Explain the Recruiter Development Board (RDB) Program									

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	T R A I N E E	T R A I N E R	D A T E	T R A I N E E	T R A I N E R	D A T E	T R A I N E E	T R A I N E R	D A T E
b. Explain Incompatible/Fault/No Fault-Transfer System									
c. Explain the types of moves and how to effect them:									
(1) No-Cost									
(2) Permissive Reassignment for Personal Convenience									
(3) Out-of-Proximity (Enlisted)									
d. CRF recertification/ decertification process									
e. Discuss the following aspects of the Recruiter Eligibility Board (REB):									
(1) Board procedures									
(2) Role as a board member									
(3) Circumstances dictating the need for a REB?									
8. Discuss the following roles/ relationships with the individuals listed below:									
a. CO									
(1) Command Mission									
(2) CO/CR interface									
b. XO									
(1) Command Training Program									
(2) Indoctrination and Sponsor Program									
(3) Senior District Trainer									
c. CMC									
(1) Morale/Teamwork									
(2) Awards and RCAP Boards									
(3) CMC/CR working relationship									
d. LPTS									
(1) Review current Executive Summary Report									

	Discuss/ Initial			Demonstrate/ Initial			CR Performance		
	TRAINEE	TRAINER	DATE	TRAINEE	TRAINER	DATE	TRAINEE	TRAINER	DATE
(2) CR/LPTS interface									
e. OPO									
(1) Seamless Recruiting									
(2) EPO/OPO interface									
(3) OPO mission									
(4) OPO production meeting									
f. EPO									
(1) EPDS/CR interface									
(2) NETCON review									
(3) EPO/CR interface									
(4) PQS/RDB programs									
(5) Awards and Recognition Program									
(6) NAVCRUITDIST Competition system									
(7) NROTC									
9. Complete OPO PQS									

10. Recommended for Region Pre-Qualification Board.

   Date: _____

I, _____, certify that _____
   (Commanding Officer)   (Name/Rate)
is ready for a Region Chief Recruiter Pre-Qualification Board.

      Commanding Officer's Signature _____

11. Recommended for NAVCRUITCOM Chief Recruiter Qualification Board.

Date: _____

I, _____, certify that _____
     (Region Commander)   (Name/Rate/NRD)
is ready for a NAVCRUITCOM Chief Recruiter Qualification Board.

      Region Commander's Signature _____

12. NAVCRUITCOM Qualification Board.

    a. We certify the examinee to be fully qualified for the position of Chief Recruiter.

_____ _____
Board President (Name/Rate/Position)   (Signature/Date)

_____ _____
Board Member (Name/Rate/Position)   (Signature)

_____ _____
Board Member (Name/Rate/Position)   (Signature)

_____ _____
Board Member (Name/Rate/Position)   (Signature)

_____ _____
Board Member (Name/Rate/Position)   (Signature)

    b. Approved:

NRC Qualification Board Chairman _____
                                      (Signature/Date)

    c. Service Record Entry (Page 4):

Chief Administrator, NRD_____ _____
                                      (Signature/Date)

    d. You are hereby granted an extension. Your new maximum qualification date is _____. (Attach a copy of extension request with justification).

 NAVCRUITDIST Commanding Officer _____
                             (Signature/Date)

Copy to:
Member's Training Record
Service record Page 4 entry